

## AMS/FAST CHANGE REQUEST (CR) COVERSHEET

**Change Request Number:** 21-93

**Date Received:** Aug 25, 2021

**Title:** Real Property Template and Sample Update

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**Initiator Name:** Stacie Huelsbeck

**Initiator Organization Name / Routing Code:** Procurement Policy Branch, AAP-110

**Initiator Phone:** 404-305-5807

**ASAG Member Name:** Monica Rheinhardt

**ASAG Member Phone:** 202-267-1441

**Policy and Guidance:** (check all that apply)

- ☐ Policy
- ☐ Guidance
- ☐ Procurement Forms, Templates and Samples
- ☒ Real Property Templates and Samples
- ☐ Procurement Clauses
- ☐ Real Property Clauses
- ☐ Other FAST Tools and Resources

**Summary of Change:** The change removes & replaces or adds 34 Real Property Contract Templates & Samples with the most current approved version.

**Reason for Change:** The change is an extension of the Real Estate Integration efforts to streamline and modernize Real Estate contract templates and samples.

**Development, Review, and Concurrence:** Real Estate Acquisition Change Team (REACT) members represented AAQ-900, AAP-110, AGC, and Subject Matter Experts from ATO EOSH, AXP, and AMK.

**Target Audience:** AAQ-900 Real Estate Contracting Officers and APM-200/APM-300

**Briefing Planned:** No

**ASAG Responsibilities:** None

**Section / Text Location:** On  
[https://fast.faa.gov/RPF\\_Real\\_Property\\_Templates\\_Samples.cfm](https://fast.faa.gov/RPF_Real_Property_Templates_Samples.cfm)

**The redline version must be a comparison with the current published FAST version.**

☐ I confirm I used the latest published version to create this change / redline

**or**

☒ This is new content

**Links:** [https://fast.faa.gov/RPF\\_Real\\_Property\\_Templates\\_Samples.cfm](https://fast.faa.gov/RPF_Real_Property_Templates_Samples.cfm)

**Attachments:**

10 Contract Templates and Certifications, 20 Sample Correspondence, 4 Other Templates/Forms (See List Below)

**Other Files:**

Screen shot showing documents to remove and replace at  
[https://fast.faa.gov/RPF\\_Real\\_Property\\_Templates\\_Samples.cfm](https://fast.faa.gov/RPF_Real_Property_Templates_Samples.cfm)

**PLANNING & PRE-SOLICITATION**

Procurement Plan for Real Estate- Template C

**SOLICITATION**

SECURITY- Leased Space Access Questionnaire (NEW CONTENT)

Non-Disclosure Agreement (NEW CONTENT)

**AWARD DECISION DOCUMENT**

Real Estate Negotiator Report

**REAL ESTATE CONTRACT TEMPLATES & CERTIFICATIONS**

Generic Certificate of Authorization (NEW CONTENT)

RE Contract Template- Antenna & Equipment Space Lease

RE Contract Template- Land Lease Off Airport

RE Contract Template- Land Lease On Airport

RE Contract Template- On Airport Memorandum of Agreement

RE Contract Template - Outgrant License (Non-Fed use)

RE Contract Template - Outgrant Permit (Fed use)

RE Contract Template- Perpetual Easement

RE Contract Template- Restrictive Aerial Easement

RE Contract Template- Standard Space Lease

**SAMPLE CORRESPONDENCE & LETTERS**

Best and Final Offer Letter

Cover Letter for return of fully executed contract

Cover Letter for return of recorded copy of contract

Cover Letter for Supplemental Agreement

Cover Letter for Termination of Space

Cure Letter A

Cure Letter B

Follow Up Letter

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Letter regarding FAA's Tax Exempt status  
Letter of Self-Insurance  
Letter Requesting Permit from another Federal Agency  
Letter Requesting Restrictive Aerial Easement  
Letter requesting Updated EFT Info  
Letter to Lessor re. COR Delegation  
MOA Transmittal Letter  
MOA Update Letter  
Off Airport Land Transmittal Letter  
Outgrant Cover Letter- Cease & Desist  
Outgrant Transmittal Letter  
Standard Space Lease Transmittal Letter